



# iDMB

*A Newsletter for the Employees of the Department of Management and Budget*

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## Strategy guides security changes

Balancing security issues with the governor's priority of using technology to control costs has encouraged Department of Management and Budget staff to be innovative in addressing both objectives.

Brian Turnbull of the Security and Occupancy Services Division said the department has focused on using security guard services more efficiently. That approach, he said, has allowed DMB to preserve the high level of safety at lower cost.

"DMB has committed significant resources to ensuring the safety of all our employees," Turnbull said.

"This new approach demonstrates our commitment to providing a safe work environment and securing state facilities."

DMB's security division and facility managers reviewed plans and examined facilities to assess security needs. Staff worked with the Michigan State Police and consultants to fine-tune security plans, identify additional needs, and suggest changes that would result in savings.

The new approach focuses guard services in facilities during hours when employees are working and visitor traffic is heaviest. It also enhances visibility of roving patrols, which patrol facilities 24 hours daily, every day of the week.

Key changes, which were implemented May 27, included unlocking doors at 7 a.m. in all buildings and locking doors at 5 p.m. in buildings with access card readers and 5:30 in buildings without card readers. Open entrances continue to be covered by guards between these hours.



## Security procedures match level of risk

Officials who manage DMB-owned and -operated facilities follow specific security procedures that match levels of risk defined by the Homeland Security Advisory System. These levels and procedures include:

### At every level of alert

- Employees and contractors/vendors must display state photo ID badges.

### Elevated Alert: Yellow

- Employees and contractors/vendors

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# News from the Themes

## Need inFORMATION?

Have downtown parking hassles kept you from visiting Human Resources for the forms you need? You can print them yourself using HRMN: <http://intra.state.mi.us/hrmn>.

## Address for success

Inaccurate or incomplete address information is the leading cause of undeliverable mail.

- The U.S. Postal service offers National Change of Address online to correct your address database.
- DMB Mailing Services uses PostalSoft, a desktop mailer software, to standardize electronically provided files used to prepare your mailings.

To learn more about reducing mailing costs, contact Print and Mail Consulting Services, (517) 322-1889.

## Executive on loan assists DMB

Freman Hendrix brings a fresh viewpoint to state government.

Hendrix is an "executive on loan" - a member of the private sector who is donating his time and expertise to help state government and the people of Michigan. The new executive-on-loan program, which was announced by Gov. Jennifer Granholm in March, offers state government a fresh, private sector perspective on streamlining services and efficiently spending state dollars.

Hendrix is one of seven state leaders volunteering time and expertise in this initial phase of the program. He is chief operating officer of Strategic Staffing Solutions, a Michigan-based company that provides information technology consultants. He also served as Detroit deputy mayor in Dennis Archer's administration.

Hendrix is assisting with the sale of the Northville Psychiatric property. He calls this his highest priority project because of its current year budget implications.

"In addition to this and the sale of other state-owned properties, another goal is to create a written protocol of how to handle these types of projects going forward," he said.

"Freman's ability to facilitate interaction between the state and local units of government on a wide range of issues is invaluable," said DMB Director Mitch Irwin. "We've been able to cut through a number of cumbersome processes to get a lot done - and get it done quickly."

The second phase of the program will bring more executives to work with department heads throughout the state. The program's long-term goal is to match executives with leaders of each of the state's 19 departments.

"I think the executive-on-loan program sets the tone for innovation and positive change," Hendrix said. "Another benefit is that it helps people from the private sector see how state government operates and changes their perception for the better. There's a high level of dedication at DMB that is very refreshing and encouraging."



Freman Hendrix



# News from the Themes

## A point of pride

Since October 2002, Acquisition Services-Logistics has helped customers remove 266 pallets of obsolete forms from storage. This reduction has saved 4,264 square feet at an annual rental cost of \$76,329 and has made it possible for the state to close one warehouse.

## Blood drives set

American Red Cross blood drives will be held in these state offices in June:

- Thursday, June 5, Attorney General's Office, G. Mennon Williams Building, 9 a.m. to 2:45 p.m.
- Tuesday, June 17, Operations Center, 10 a.m. to 3:45 p.m.
- Monday, June 23, Department of Community Health, 3423 Martin Luther King Jr. Boulevard, 9 a.m. to 2:45 p.m.

To schedule an appointment at any of these drives, call 1-800-GIVELIFE.

## Using your head to protect your hands

We use our hands for so many things that we often take them for granted. Because of this, they are the most frequently injured part of the body. Paying more attention to your hands, keeping them out of harm's way and using appropriate personal protective equipment can help prevent most of these injuries.

### What are the major sources of hand injuries?

- Trauma resulting in cuts, abrasions, broken bones
- Electrical and heat sources resulting in burns
- Chemical and other irritants leading to chemical burns, abrasions and simple skin irritation and dermatitis

### Why do we incur hand injuries?

- Missing machine guarding
- Using tools incorrectly
- Not wearing the appropriate hand protection
- Inadequate personal hygiene

### How can we prevent hand injuries?

- Use proper hand protection, such as gloves
- Properly use the correct tools
- Remove hand jewelry
- Use lockout/tagout procedures
- Keep your work area clean

Gloves can provide protection, but they must be used with care. Proper selection of the glove for the activity is critical.

Protecting your hands is a constant job. Whether it is unjamming a machine, lifting a tray or any other job using your hands, think about the job before you do it and imagine what could happen. Assume it could happen and take the appropriate action to prevent an injury.

## Reminder

Shut off personal computers, task lighting and appliances between 9 p.m. to 6 a.m. Mondays through Thursdays and from 9 p.m. Friday to 6 a.m. Monday.



# News from the Themes

## Strategy guides security changes

(Continued from page 1)

"DMB has continuously reviewed and fine-tuned its security services since the significant ramp-up required by the events of Sept. 11, 2001," said DMB Director Mitch Irwin. "This new approach will allow us to continue to provide security to meet Homeland Security Advisory System as well as address the governor's executive budget priority." (See related story on page 1.)

The thorough security review and installation of new security technology is expected to save \$2.5 million from the 2004 security budget. DMB will invest savings in the installation of security technology. This move is expected to provide even more savings in the future.

DMB also is available to consult with agencies and provide solutions to any other security needs they may have.

## Security procedures match risk level

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with valid identification and visitors who have been authorized by DMB security will be allowed to enter buildings.

- Visitors must present identification for screening by security guards.
- Building access points will be reduced.
- Roving guard units will patrol buildings.
- Vehicles and occupants will be screened when entering parking ramps.

### High Alert: Orange

In periods of high alert, these procedures are added to those followed in elevated alert status:

- Packages and baggage will be subject to random inspections.
- Contractor/vendors without state photo identification badges must be escorted inside buildings.
- Scrutiny of vehicles and personnel and frequency of roving patrols will be increased.
- Nonessential events will be restricted.
- Ramp access will be restricted to authorized vehicles. Vehicles entering ramps and docks will be subject to random inspection of underbody, cargo and trunk areas.
- Pedestrians will not be admitted at ramp entrances.

### Severe Alert: Red

If periods of severe alert are enforced, they will be issued for a specified period of time. During these alert periods:

- The DMB Incident Command Center may be activated.
- Visitors without a state photo ID badge will not be admitted to buildings.
- All baggage and packages will be inspected.
- Ramp access points will be reduced to one per ramp.
- Ramp access will be restricted to authorized vehicles, and pedestrian access will not be allowed at ramp entrances.
- Underbody, cargo and trunk areas of vehicles entering ramps and docks will be inspected.
- All dock entrances will be closed. Only DMB vehicles will be allowed to make deliveries, which must be scheduled in advance.
- Roving guard patrols will increase frequency and range of patrols.
- Nonessential events will be canceled.
- Motor pool functions will be discontinued.





# News from the Themes

## Gov. Granholm honors employees



UPPER LEFT: A number of state employees, including Rapid Copy Center employee Tina Luna, attended one of several "coffee breaks" with Gov. Jennifer Granholm. The governor hosted the informal receptions May 7 and 8 to recognize State Employee Appreciation Day.



LOWER LEFT: Jennifer Rehmann of Organizational Development joined Gov. Granholm during a reception in the Capitol. UPPER RIGHT: Retirement Services employee Bill Motz of Retirement Services met the governor at a coffee break in the General Office Building.



RIGHT CENTER: Among the employees who joined Governor Jennifer Granholm are DMB theme directors Chris DeRose and Sean Carlson, theme directors, at left, and Phyllis Mellon, deputy director, and Mitch Irwin, director, at right. LOWER RIGHT: DMB employees April Malinowski, Steve Davis, Michael Gilliland, Erica Waltmire, Brad Weber, Debbie Sanchez and Jeanette Doll joined the governor for a photograph.

# News from the Themes



Nearly 200 people gathered to celebrate the retirement of **Tom Wilson**, left, the director of DMB Occupancy Services. Wilson, shown with secretary **Karen Deering** and analyst **Brian Hengesbach**, worked for state government nearly 31 years. The retirement reception was held April 30 at the Exchange.

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## Tree-mail address

Nominations for Michigan's 17<sup>th</sup> annual holiday tree now may be made by e-mail.

The state and the Michigan Timberman's Association are seeking nominees for the tree that will be displayed outside the Capitol. To be eligible, spruce or fir trees of 65 feet or taller must have a maximum crown diameter of 30 feet and trunk diameter of 30 inches.

Nominations may be sent to [tree@michigan.gov](mailto:tree@michigan.gov) by June 15.

## Team cuts car-washing costs

Collaborative effort by staff in three Department of Management and Budget offices have reduced the cost of washing state-owned vehicles by thousands of dollars.

In 2002, washing cars and paying for those services cost nearly \$1 million. To reduce that number, a team from Vehicle and Travel Services, Financial Services and Internal Audit reviewed the expenditures as well as the payment process, which was handled by outside vendors. The group's proposal revised car-washing policy and shifted management of the processes to DMB - a move expected to cut costs to less than \$600,000.

As part of the new process, approximately 286 registered vendors received the revised standards, which included washing frequency, pricing guidelines and billing details. Vendors also were notified that DMB would be processing all payments.

The cross-departmental effort increases efficiency, provides excellent customer service, and reduces cost. The new process was in place before April 1.

Team members involved in the review and revision included **Steve Cheal** and **Ronda Whiting**, Vehicle and Travel Services; **Dave Quigley**, **Marsha Quebbeman**, **Denise Fedewa**, **Julie Zolnai** and **Stephen Rose**, Financial Services; and **Mike Gilliland** and **April Malinowski**, Internal Audit.

# News from the Themes

## **Correspondents:**

### **Acquisition Services**

Marilyn Becker

Penny Saïtes

### **Agency Services**

Geneva Hawthorne

### **Director's Office**

Jeanette Doll

### **Financial Services**

Denice Ballard

Dorinda Dienhart

Tari Teremi

### **Infrastructure**

### **Services**

Connie Shutes

### **Organizational**

### **Services**

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### **Retirement Services**

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### **Tenant and Land**

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## Building projects receive honors

The Engineering Society of Detroit will honor three Infrastructure Services projects June 30 when the group presents its 2003 Construction and Design Awards.

The Michigan Hall of Justice and Ferris State University Library of Information, Technology and Education projects will receive the society's construction and design awards. Work on Cadillac Place, which is home to a number of state offices, will be honored with an award for historical renovation.

The Hall of Justice, which opened last fall, houses the state's Supreme Court and Court of Appeals. **Tom Kane** was project director for the Capitol Complex construction. Kane and **Bob Hall** planned and managed the project. Project inspection was provided by **Omar Alqumeh**, with assistance from **Ian Page**. **Pat Mullen** was regional inspector.

Infrastructure Services and the State Building Authority assisted in the design phase of the Ferris project in Big Rapids. The project's second phase involved renovation of the university's old library into a student service center. Kane and **Irene Henry** reviewed the building program and design to ensure appropriate use of funds and fulfillment of bonding requirements.

Infrastructure Services played a key role in oversight of the Cadillac Place project, which was the combined effort of the Department of Management and Budget and General Motors Corp.

**Okey Eneli**, with assistance from **Connie Shutes**, negotiated the project and assumed oversight responsibilities. Henry managed the three-year project, and **Chris Mustafa Bahjet** provided quality-control inspections and served as liaison to contractors.

The Detroit office building, which served as GM's administrative headquarters for 75 years, was opened in 1923. It was declared a national landmark in 1978.

Infrastructure Services ensured that state agency needs, construction standards and budget concerns were met while saving the historical landmark from decay and demolition. In the renovation, the state insisted on retaining the historical appearance of the building's public spaces. Design decisions, such as retaining historic doors in public corridors, resulted in cost savings. The restorations are viewed as a critical component in the redevelopment of Detroit.

The Engineering Society awards are presented to honor architects, engineers, contractors and owners involved in construction projects in Michigan and beyond. This society of engineers, scientists, architects and those in technical fields works to enhance the engineering profession and community while fostering growth and development in its members.